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# Memorandum

# CONFIDENTIAL

TO : Director of Training

DATE: 9 March 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 9  
2 - 6 March 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. Three "counseling" roles performed in the past several days -- not associated with scholarships or dependents -- seem worthy of casual mention, for in each instance the employee concerned made the added effort to appear here for assistance. One was a well-qualified former professor of accounting, employed in ORR, seeking contacts for teaching in the local area after hours. A second was also an ex-professor -- in graduate level physics -- looking for similar opportunities, and referred here by ORD. The third, an NPIC supervisor, spent half a day trying to familiarize himself with the kinds of business and industrial firms which could give training of benefit to his employees so that he could incorporate these opportunities into his external training requirements next year. His request, involving some opportunity to observe the processing flow from raw material to finished product, was the most challenging and frustrating! [REDACTED] 25X1A9a varied her present practice of being here only from 2 - 4 p.m. [REDACTED] 25X1A9a each day to spend some time in the morning aiding him. [REDACTED] helped, too. The ideal type of program for this requirement is of the kind which combines thorough explanation with observation, as in the Petroleum Indoctrination course.

B. Another somewhat unusual bit of counseling service was requested of us last week. ORR is prepared to endorse one of its employees (a young lady, GS-8 Intel. Off.) for a year of graduate study in economics at Columbia University. This employee has also been offered a fellowship for first year graduate study by the Woodrow Wilson National Fellowship Foundation. The offer from the Foundation is quite attractive but under the terms of the fellowship the recipient is obligated to give consideration to entering the career of college teaching. A problem is thus created because the employee desires very definitely to continue her career with the Agency.

DOCUMENT NO. \_\_\_\_\_

NO CHANGE IN CLASS.

DECLASSIFIED

CLASS. CHANGED TO: TS S

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REVIEWER: 029725

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CONFIDENTIAL

Excluded from automatic  
downgrading, and  
declassification

Weekly Activities Report No. 9

We were asked to evaluate the situation and comment on the propriety of the girl's accepting the fellowship yet being retained on at least partial pay status as an Agency employee and returning to her parent office upon completion of a year's advanced study. The above summary is sketchy, for sake of brevity, and omits some relevant details; however, the ethical and legal overtones in the proposal impelled us to render the opinion that the employee should go LWOP if she wishes to study under the fellowship or she should decline the fellowship and let ORR present her case for full Agency sponsorship. If the latter alternative is elected, she could still be granted an Honorary Fellowship.

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C. [REDACTED] CI Staff, quizzed me, and later Wendell, in some detail about the Agency Training Record. He stated that as a matter of professional CI interest he is looking into the various types of computer-produced records and rosters which contain significant data on Agency personnel. At [REDACTED] request we reviewed input procedures, information storage arrangements, and retrieval and reporting requirements and controls in effect for the Agency Training Record. [REDACTED] was particularly interested in the dissemination pattern of the ATR and the built-in mechanism for blocking out training information on "separatees." He appeared to be satisfied that training records are being handled sensibly and securely with respect to CI Staff considerations.

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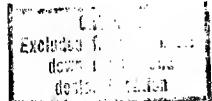
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D. With a feedback from DDP that seven persons could attend the [REDACTED] briefing course (with 4-5 additional possibles), I told [REDACTED] that Ed's services should be contracted for with certainty. Either a class of volunteers can be provided which will include some above the GS-15 grade or, if DDCI elects to identify individuals who need to attend, a class is otherwise assured. When last I heard, [REDACTED] had still not gotten to the Executive Director. We plan to release a Special Bulletin next week, however, announcing that four weeks of the course will be mandatory, with two weeks additional participation permissive.

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E. On 5 March I received a packet of external training requirement blanks for accomplishment and return to [REDACTED] by 9 March. Our (Registrar Staff) delay in getting them out -- pending a decision by [REDACTED] which would have made much of the exercise unnecessary -- plus not too hasty action by Bob on preparing supplemental information before releasing sets to DDS offices made the [REDACTED] deadline of 15 March impossible. Since the date in the regulation has no meaningful association with the computational work we are required to add to justify the budget, I proposed that the deadlines be made more realistic. We now have until 23 March to return the information. I've begun to check out details with School and Staff Chiefs and will check with DTR before releasing anything to the DDS Senior Training Officer.



SECRET

Weekly Activities Report No. 9

F. The names of an ST principal and of an alternate nominee for the next Mid-Career course have been given to [REDACTED] for 25X1A9a confirmation by Colonel White before the DDS consolidated list is returned to the Office of Training. In light of the large number of available names furnished to Bob, I view it as unlikely that OTR will have more than one student in the next class. Explanation given by me about changes in our earlier list of nominees proved acceptable to Bob.

G. Thanks to our accommodating "agent" in FSI, [REDACTED] 25X1A9a is now enrolled in an Effective Speaking course after hours at the Institute (with the guarantee of no charge to the Agency!) and Bob [REDACTED] is in custody of a hard-to-get telephone directory.

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We in the Registrar Staff also possess a classified DIA directory, which lists both home and office phones and addresses of more than 3,200 persons. Since I might rightfully presume that not all employees are listed, this is obviously no shoe-string outfit!

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H. Marcella and Wendell gained a very favorable impression of [REDACTED] all-around capabilities and potential when they gave him a special OTR briefing last Friday. He was most responsive to their explanations and posed discerning and searching questions.

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Attachments:

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